

Cabinet – 16 March 2011

Determination of Admissions Scheme and of Admission Arrangements for Community and Voluntary Controlled Schools for the 2012/13 Academic Year

Portfolio: Councillor Rachel Andrew, Children's Services

Service: Walsall Children's Services - Serco

Wards: All

Key decision: Yes

Forward plan: Yes

1. Summary of report

This report sets out proposed scheme for coordinated secondary, primary and midyear admissions for the 2012/13 academic year and the proposed admission arrangements for primary and secondary community and voluntary controlled schools for the 2012/13 academic year.

2. Recommendations

- 2.1 That the proposed scheme as set out in **Appendix A** of this report is approved.
- 2.2 That the admission arrangements for primary and secondary community and voluntary controlled schools for the academic year 2012/13, as set out in **Appendix B** of this report, are agreed.
- 2.2 That Walsall Children's Services - Serco is asked to inform all consultees of the determination of the admission arrangements for 2012/13.

3. Background information

As the local authority, Walsall has the responsibility to draw up and agree schemes for coordinated secondary, primary and midyear admissions for the 2012/13 academic year. Walsall Council is the admission authority for community and voluntary controlled schools in Walsall. Section 89 of the School Standards and Framework Act 1998 requires admission authorities to determine the admission arrangements for the 2012/13 school year by 15 April 2011.

4. Resource considerations

4.1 Financial:

4.1.1 There are no direct financial implications arising from this report.

4.2 Legal:

4.2.1 All local authorities are required by section 88M of the School Standards and Framework Act and the Coordination Regulations, to have in place a scheme each year for coordinating admission arrangements for maintained schools and academies within their area.

4.2.2 Walsall Council, as the admission authority, has a statutory duty to consult annually on the proposed admission arrangements for community and voluntary controlled schools.

4.2.3 Admission authorities are statutorily required to complete consultation on their proposed admission arrangements for the 2012/13 school year by 1 March 2011 and must determine (or finalise) these by 15 April 2011.

4.2.4 The proposed admission arrangements comply with the School Admissions Code.

4.2.5 Cabinet will recall that a decision was taken to significantly enlarge Hillary Primary School and King Charles Primary School from September 2011. The net capacities of these schools will be updated to reflect the accommodation that will be available at each school on completion of the capital scheme. The PAN for Hillary Primary School has been increased from 60 to 90 and the PAN for King Charles Primary School has been increased from 30 to 45.

4.3 Staffing:

4.3.1 There are no direct implications arising from this report.

5. Citizen impact

The admission arrangements provide information for parents regarding admission to primary and secondary schools and will help them to decide upon their preferences when applying for a place for their child.

6. Community safety

There are no direct implications arising from this report.

7. Environmental impact

There are no direct implications arising from this report.

8. Performance and risk management issues

8.1 Risk:

8.1.1 The admission arrangements will be included in the *Information Booklet for Parents* publication. The provision of clear information will help parents to decide upon their preferences when applying for a school place for their child and will contribute to a reduction in the number of appeals.

8.2 Performance management:

8.2.1 The DfE collects data on the number of parents who obtain a place for their child at the secondary school which is their first preference. In addition, the School Adjudicator asks all LAs to submit a report, written against a national pro-forma, each summer.

9. Equality implications

In line with the requirements of the School Admissions Code and in order to ensure greater equity and fair access, full consideration has been given to the possible impact, direct or indirect, of the proposed oversubscription criteria on equal opportunities.

10. Consultation

10.1 There has been formal consultation with all Walsall Schools, the Walsall Academy, Shelfield Community Academy, Grace Academy Darlaston, Park Hall Infant Academy, neighbouring LAs, Diocesan representatives and the Walsall Admission Forum on the proposed scheme for coordinated secondary, primary and midyear admissions for the 2012/13 academic year and the proposed admission arrangements for primary and secondary community and voluntary controlled schools for the 2012/13 academic year. This consultation took place during the spring term 2011.

10.2 No responses have been received in relation to the consultation on the scheme for coordinated admissions for the 2012/13 academic year.

10.3 One response has been received in relation to the consultation on the proposed admission arrangements for primary and secondary community and voluntary controlled schools for the 2012/13 academic year. The governing body of a Voluntary Controlled school responded that it is their view that admission criteria for nursery should be the same as for reception. Such a change is not recommended to Cabinet as it would make admissions to nursery classes more complex for parents and may encourage some to think mistakenly that they would subsequently be offered a 'church place' when an application is made for a Reception place.

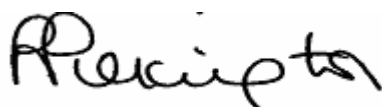
- 10.4 A review of the Midyear Admissions arrangements introduced in September 2010 was undertaken in the second half of the autumn term 2010 and a report was circulated to schools and other stakeholders inviting them to comment on the arrangements. Ten responses were received from schools, two from secondary schools and eight from primary schools. Communication with schools was considered to be good with helpful and informed responses to school enquiries. The introduction of these new arrangements in response to legislation was a major challenge locally and nationally and schools felt that arrangements were much improved with a focus on the needs of children. A further review will be held towards the end of the summer term when the arrangements will have been in place for an academic year.

Background papers

DfE: School Admissions Code

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Signed:
Executive Director: Pauline Pilkington
Date: 7 March 2011



Signed:
Interim Managing Director, Walsall
Children's Services – Serco:
Graham Talbot
Date: 3 March 2011



Signed:
Portfolio Holder: Councillor Rachel Andrew
Date: 7 March 2011

Proposed Scheme for Secondary, Primary and Midyear Admissions for 2012/13

Secondary Schools

Walsall Children's Services – Serco is working in partnership in an inter-LA co-ordinated admission scheme with a number of neighbouring LAs, namely Birmingham, Dudley, Sandwell, Staffordshire and Wolverhampton.

On Friday 9 September 2011, Walsall Children's Services – Serco will issue the 'Walsall Preference Form' to enable Walsall parents of Year 6 children (who will transfer to secondary education in September 2012) to name up to 5 secondary schools, rank them in order of preference and give reasons for their preference. The Walsall Preference Form may be used to apply for a place at any secondary school in or outside the borough.

Parents who name Queen Mary's Grammar School, Queen Mary's High School, The Walsall Academy, a Specialist Music Place at Aldridge School or a Sports Place at Sheffield Community Academy on the Preference Form must also complete the school's own Registration Form.

Parents who name Blue Coat CE Performing Arts Specialist College, St Francis of Assisi Catholic School or St Thomas More Catholic Business and Enterprise College on the Preference Form must also complete the schools' own supplementary information form.

Preference Forms must be returned to the Planning, Admissions and Transport Team by the closing date of Monday 31 October 2011.

Preferences cannot be changed after the closing date without a significant change in circumstances, for example if the family has recently moved address. When notifying a significant change of circumstances the applicant must supply documentary evidence to confirm the change. An example of a significant change of circumstances is a house move that necessitates a change of preference(s). This would need to be validated by documentary evidence such as a solicitor's letter confirming exchange of contract or a copy of the tenancy agreement.

All applications for named schools will be considered in accordance with each school's published admission criteria. Schools which are their own admission authority will be informed of all applications naming their school, but not the rankings. These schools will inform Walsall Children's Services – Serco of the order in which all applicants meet their admission criteria.

By 15 November 2011, Walsall Children's Services – Serco will exchange application data and supporting documentation in respect of pupils resident in Walsall, who have applied for schools outside the borough, with the appropriate maintaining LAs. Similar information will be received for applications from out of borough residents who have expressed preferences for Walsall Secondary schools.

By 9 January 2012, Walsall Children's Services – Serco will input the results of all applications to Walsall schools and a list of potential offers will then be produced.

These potential offers will then be exchanged with other LAs in respect of the results of out of borough applications. The information received will state which Walsall residents have the potential offer of a place in an out of borough school. This information will be transferred onto the Walsall database, compared to rankings and will result in a list of provisional offers.

By 21 January 2012, the provisional offers will be exchanged with other LAs in respect of out of borough applications. The information received will state which Walsall residents have a provisional offer of a place in an out of borough school. These will be transferred onto the Walsall database, compared to rankings and the results will be the final allocation of places at Walsall secondary schools.

By 11 February 2012, the final allocations will be exchanged with the other LAs in respect of the results of out of borough applications.

If a Walsall child does not meet the admission criteria for any of their ranked schools then Walsall Children's Services – Serco will allocate a place at the nearest alternative secondary school in Walsall with vacant places, following consultation with other admissions authorities where appropriate.

On the National Notification Date, 1 March 2012, Walsall Children's Services – Serco will, on behalf of the relevant admission authorities, write to all parents resident in Walsall, informing them of the outcome of their applications. This letter will also inform parents of the reason for the refusal of places, their right of appeal in that event and will give contact details for appeals information.

By 16 March 2012, parents will be required to confirm their acceptance or refusal of the place offered for their child by the completion of an acceptance/refusal form included with the offer letter. The offer of a place may be withdrawn if parents fail to respond by this date.

Primary Schools

Walsall Children's Services – Serco is working in partnership in an inter-LA co-ordinated admission scheme with a number of neighbouring LAs, namely Birmingham, Dudley, Sandwell, Staffordshire and Wolverhampton.

On the 21 October 2011, Walsall Children's Services – Serco will issue the 'Walsall Preference Form' to enable Walsall parents of Nursery and Year 2 children to name up to 3 primary schools, rank them in order of preference and give reasons for their preference. The Walsall Preference Form may be used to apply for a place at any primary school in or outside the borough.

Parents of children who are in nursery provision in Walsall and are resident in Walsall must complete a Walsall preference form if they want their child to join a reception class in a Walsall primary school.

Attendance at a Walsall school's nursery provision or co-located children's centre does not guarantee a place at a Walsall primary school.

Preference Forms must be returned to the Planning, Admissions and Transport Team by the closing date of **15 January 2012**.

Preferences cannot be changed after the closing date without a significant change in circumstances, for example if the family has recently moved address. When notifying a significant change of circumstances the applicant must supply documentary evidence to confirm the change. An example of a significant change of circumstances is a house move that necessitates a change of preference(s). This would need to be validated by documentary evidence such as a solicitor's letter confirming exchange of contract or a copy of the tenancy agreement.

All applications for named schools will be considered in accordance with each school's published admission criteria. Schools that are their own admission authorities will be provided with a list of information in respect of all applications naming their school, but not the rankings, together with copies of any supporting documentation. These schools will use the information provided to apply their admission criteria and will then inform Walsall Children's Services - Serco of the order in which all applications meet their admission criteria.

The following schools are their own admission authorities:-

Foundation Schools	Voluntary Aided Church of England Schools	Voluntary Aided Catholic Schools	Academies
Manor Primary School	Blue Coat CE (A) Infant School	St Anne's Catholic Primary School	Park Hall Infant
Park Hall Junior School	Blue Coat CE (A) Junior School	St Bernadette's Catholic Primary School	
Pheasey Park Farm Primary School	Cooper and Jordan CE(VA) Primary School	St Francis Catholic Primary School	
		St Joseph's Catholic Primary School	
		St Mary of the Angels Catholic Primary School	
		St Mary's the Mount Catholic Primary School	
		St Patrick's Catholic Primary School	
		St Peter's Catholic Primary School	
		St Thomas of Canterbury Catholic Primary School	

Where a child meets the admission criteria of more than one of the schools named on the Preference Form then Walsall Children's Services – Serco will allocate a place at the highest ranked of those schools. Admission authorities will be advised of the pupils to be offered places.

By 29 January 2012, Walsall Children's Services – Serco will exchange application data and supporting documentation in respect of pupils resident in Walsall, who have applied for schools outside the borough, with the appropriate maintaining LAs. Similar information will be received for applications from out of borough residents who have expressed preferences for Walsall secondary schools.

By 13 February 2012, Walsall Children's Services – Serco will input the results of all applications to Walsall schools and a list of potential offers will then be produced. These potential offers will then be exchanged with other LAs in respect of the results of out of borough applications. The information received will state which Walsall residents have the potential offer of a place in an out of borough school. This information will be transferred onto the Walsall database, compared to rankings and will result in a list of provisional offers.

By 24 February 2012, the provisional offers will be exchanged with other LAs in respect of out of borough applications. The information received will state which Walsall residents have a provisional offer a place in an out of borough school. These will be transferred onto the Walsall database, compared to rankings and the results will be the final allocation of places at Walsall secondary schools.

By 30 March 2012, the final allocations will be exchanged with the other LAs in respect of the results of out of borough applications.

If a Walsall child does not meet the admission criteria for any of their ranked schools then Walsall Children's Services – Serco will allocate a place at the nearest alternative community or voluntary controlled primary school in Walsall with vacant places.

On the Local Notification Date, 25 April 2012, Walsall Children's Services – Serco will, on behalf of the relevant admission authorities, write to all parents in Walsall, informing them of the outcome of their applications. This letter will also inform parents of the reason for the refusal of places, their right of appeal in that event and will give contact details for appeals information.

By 11 May 2012, parents will be required to confirm their acceptance or refusal of the place offered for their child by the completion of an acceptance/refusal form included with the offer letter. The offer of a place may be withdrawn if parents fail to respond by this date.

LATE APPLICATION POLICY

Preference Forms and, where appropriate, schools' own Registration Forms, received after the Closing Date, are classed as late applications. Any request to change the name or ranking of a school made after the Closing Date will be classed as a late application.

Late applications will normally be considered for places after all the applications that were received by the Closing Date. Therefore, late applications may be less likely to be offered a place at one of their preferred schools.

If a Walsall Preference Form is received after the closing date the application will be passed to the appropriate admission authority for consideration under its Late Application Policy. Each admission authority is required to publish its own Late Application Policy which explains how late applications will be dealt with. The Late Application Policy for all Walsall community and voluntary controlled schools is shown below.

Late Applications received up to 4 weeks after the Closing Date

Late applications received up to four weeks after the Closing Date may be considered as being on-time but only where there are exceptional circumstances.

- Where the family was unable to complete the Walsall Preference Form by the Closing Date because they moved into the Borough of Walsall after the issue of the Walsall Preference Form;
- the family was unable to comply with the admission timetable because of exceptional circumstances which prevented the Walsall Preference Form arriving on time;
- when a lone parent has been ill for some time.

In these cases the circumstances must be given in writing at the time of application and attached firmly to the Walsall Preference Form; they will be subject to verification by the Managing Director, Walsall Children's Services – Serco

This applies to applications for secondary schools received between 1 November 2011 and 27 November 2011. For primary schools, this applies to applications received between 16 January 2012 and 12 February 2012.

Late Applications received more than 4 weeks after the Closing Date

Applications for schools received more than 4 weeks after the Closing Date but before the Notification Date will be considered only after all other applications.

This applies to applications for secondary schools received between 28 November 2011 and 29 February 2012. For primary schools, this applies to applications received between 13 February 2012 and 24 April 2012.

Applications Received After the Notification Date (once places have been offered)

Applications received after the notification date: a place will be offered at the highest ranked school if places are available. For Walsall residents, if a place is not available at any of the ranked schools a place will be offered by Walsall Children's Services – Serco at the nearest alternative Walsall community or voluntary controlled school with vacant places and the child's name will be added to the Waiting List for schools listed as preferences in admission criteria order.

WAITING LIST POLICY

Waiting Lists for all Walsall schools will be maintained by Walsall Children's Services – Serco. Parents may enquire about their child's position on any Waiting List by telephoning the Admissions Team on (01922) 686358/686357 between the offer date and 31 August 2012, and from 1 September 2012 by telephoning the Midyear Admissions Team on (01922) 686360/686362.

From 1 January 2013 new Waiting Lists will be produced and parents wishing their child to be placed on any List should contact the Midyear Admissions Team at Walsall Children's Services – Serco. Waiting Lists will be kept for one term and then

discarded. Parents who wish their child to be included in a new List should write to the Midyear Admissions Team to make their request.

Children who are the subject of a direction by a local authority to admit to a school or who are allocated to a school in accordance with a Fair Access Protocol must take precedence over those children on the waiting list.

Waiting Lists are kept of all children who have been refused a place at any school which was ranked higher than the school at which they have been offered a place, for example

- If a child is offered a place at the school that was ranked 2nd on the Walsall Preference Form then the child's name will only be placed on the Waiting List for the school that was ranked 1st.
- If a child is offered a place at their first choice school the child's name will not be added to any Waiting List kept for their other ranked schools.

After 1 March 2012 for Secondary transfers and 25 April 2012 for Primary admissions, a parent may contact the Admissions Team to apply for a place at an oversubscribed Walsall school. Their child's name will be placed on the school's Waiting List in admission criteria order. Any vacancies will be offered on the basis of the admission criteria for the school.

DEFERRED ENTRY POLICY

Children reach compulsory school age on the first day of the term following their fifth birthday. However, all Walsall primary schools provide full time places for pupils in a reception class from September in the school year during which children reach their fifth birthday.

If parents prefer their child to start later than 1 September 2012 they have the option of deferring the child's entry until later in the 2012/13 school year. Parents opting for this must notify the school in writing of the date they wish their child to start in a reception class.

Parents are not able to defer entry beyond the beginning of the term following their child's fifth birthday or beyond the academic year for which admission is sought.

Midyear Admissions

Nursery schools and classes

Parents seeking a place for their child at a nursery school or nursery class in Walsall should contact the school direct.

Primary and Secondary schools

1. Walsall Children's Services – Serco acting on behalf of Walsall Council will issue a Midyear Admission Preference Form which is a Common Application Form to be used by parents to apply for admission to any maintained mainstream primary or secondary school or academy other than at the point of entry to either primary

(Reception or Year 3 when transferring from an infant school to a junior or primary school) or secondary school.

2. Parents will be able to express up to 5 preferences for admission on the Midyear Admission Preference Form and may express a preference for any primary or secondary school or academy located either within Walsall or in any other borough.
3. In conjunction with the Midyear Admission Preference Form the Local Authority will publish a composite prospectus, known as the Information for Parents on Midyear Admissions handbook, which will provide information on all maintained mainstream primary and secondary schools and academies in Walsall, and will contain a table which clarifies the differences and similarities between the difference types of school in Walsall. The Information for Parents Handbook and preference form will be available on request from Walsall Children's Services – Serco and online at www.walsall.gov.uk. The information for Parents handbook will provide details of the admission criteria and admission numbers for all maintained mainstream primary and secondary schools and academies in Walsall and for each school will identify whether it is the local authority or the governing body of the school who are the Admission Authority and provide details of how parents may contact neighbouring admission authorities and provide details of how parents may contact neighbouring admission authorities to obtain details of schools outside the borough of Walsall. The handbook will also include information on how to appeal for a place at oversubscribed schools.
4. Some schools require parents to complete a supplementary information form at the time of application. Where a supplementary form is required this will be stated in the Information for Parents handbook and the form can be obtained from the local authority.
5. Where a parent completes a supplementary information form it will not be regarded as a valid application unless the parent has also completed a Walsall Midyear Admission Preference Form and the school is nominated as a preference on the form.
6. All Midyear Admission Preference Forms must be returned to Walsall Children's Services – Serco and applications may not be made directly to any maintained mainstream primary or secondary school or academy.

The Process

1. All applications for midyear admission by Walsall residents must be made on a Walsall Midyear Admission Preference and must be submitted to Walsall Children's Services – Serco. Any supplementary information forms required by a school listed as a preference on the preference form must be returned to the relevant school.
2. On receipt of an application for midyear admission the admissions team will contact the schools listed as preferences to determine whether there are places available in the applications year group, the application will also be assessed by the admissions team to determine if it meets the criteria for consideration under Walsall's Fair Access Protocol.

3. The local authority will offer a place at the school ranked highest on the preference form which has a place available in the applicant's year group.
4. Where an applicant meets one or more of the criteria for consideration under Walsall's Fair Access Protocol the applicant will be offered a place at the school ranked highest on their preference form provided that that school has not reached the limits on pupil numbers specified in section 3 of the Fair Access Protocol. If the school has already admitted its designated percentage of pupils under the Fair Access Protocol the local authority will offer a place at an alternative Walsall school. Should parents refuse the alternative place offered under the Fair Access Protocol a place will be offered at the highest ranked school nominated on the applicant's preference form which has a place available in the relevant year group. Exceptionally where a child meets the definition of challenging behaviour given in paragraph 4.6 of the Fair Access Protocol and a school nominated as a preference on their application form falls under the exceptions listed in paragraph 3.22 of the School Admissions Code the governing body may refuse admission where they consider that the child's behaviour would prejudice the provision of efficient education or the efficient use of resources at the school.
5. Where a preference is expressed for a school outside the borough of Walsall details of the application will be passed on to the relevant LA to determine whether a place can be offered at the preferred school.
6. Where an application is received for a place in a Walsall school from a resident of another local authority who has applied for a place on their home authority's preference form the application will be assessed in accordance with the published admission criteria for the school and the Fair Access Protocol and where a place can be offered this information will be communicated to the applicant's home authority.
7. Schools who wish to hold a stock of midyear admissions preference forms to give out to parents when they are approached directly may do so. When a school is approached directly by a parent for midyear admission and has a place available in the appropriate year group they may contact the admissions team to find out if any additional applications for that year group are pending. If there are not pending applications, or sufficient places available to accommodate all applicants the school may admit the child immediately provided that before admitting the child they ensure that the parent completes the preference form and that the school forwards the form to the admissions team immediately. This will ensure that vulnerable children such as travelling pupils are not disadvantaged by the process.
8. Once an application has been assessed in accordance with the published admission criteria of the preferred schools and, if appropriate the Fair Access Protocol, the local authority will write to the applicant to indicate on of the following outcomes:
 - Where the child is eligible for a place at one or more of their preferred schools they will be offered a place at the highest ranked preference.
 - Where it is not possible to offer the highest ranked preference where possible a place will be offered at a lower ranked preference and the offer letter will

- contain details of how the parent may appeal against the decision to refuse a place at the higher ranked school, and where there is a waiting list their child's name will be added to it;
- If it is not possible to offer the applicant a place at any of their preferred schools and the child is currently without a school place a place will be offered at an alternative Walsall school which has places available, following consultation with other admissions authorities where appropriate.
9. Where the school is not a Walsall school, a copy of the letter to parents offering or refusing a place, and where appropriate advising them of their right of appeal, will be sent to the appropriate local authority.
10. Where the local authority is the admission authority, the letter will be sent on behalf of the local authority. Where the admissions authority is the governing body the letter will indicate that it is being sent on behalf of the governing body.
11. In the event that the applicant is resident in another local authority, the offer letter will be sent by the applicant's home authority.

Waiting Lists

Waiting lists for all Walsall schools will be maintained by Walsall Children's Services – Serco in conjunction with the governing bodies of schools who are their own admission authority. Midyear admission applicants will be added to the waiting list for their highest preference where the school is oversubscribed and will remain on the list until it is discarded.

Parents of children with a statement of special educational needs (SEN) must contact the SEN Team at Walsall Children's Services – Serco or the LA that issued the statement if they wish to move to a school that is not named in Part 4 of their child's statement.

Proposed Admission Arrangements for Community and Voluntary Controlled Schools for 2012/13

1 ADMISSION NUMBERS for PRIMARY and SECONDARY SCHOOLS

The following tables show the Admission Numbers proposed for community and voluntary controlled schools in 2012/2013.

The Admission Number is the capacity of the school to admit children at the normal age of entry in the 2012/2013 academic year, i.e.:

- Admissions into Reception in infant and primary schools;
- Admissions into Year 3 in junior schools and
- Admissions into Year 7 in secondary schools

Community or Voluntary Controlled Primary Schools	Indicated Admission Number (Based on net capacity assessment - NCA)	Proposed Admission Number
Abbey Primary	30	30
Alumwell Infant	90	90
Alumwell Junior	90	90
Barcroft Primary	60	60
Beacon Primary	45	45
Bentley Drive Primary	60	60
Bentley West Primary	60	60
Birchills CE Primary Community	60	60
Blackwood	90	90
Blakenall Heath Junior	60	60
Bloxwich CE JMI	45	45
Brownhills West Primary	29	30
Busill Jones Primary	45	45
Butts Primary	30	30
Caldmore Community Primary	30	30
Castlefort JMI	30	30
Christ Church CE (C) JMI	30	30
Chuckery Primary	60	60
County Bridge Primary	30	30
Croft Community Primary	29	30
Delves Infant	90	90
Delves Junior	81	90
Edgar Stammers Primary	45	45
Elmore Green Primary	41	45
Fibbersley Park Primary	60	60
Green Rock Primary	30	30
Greenfield Primary	30	30
Harden Primary	45	45
Hatherton Primary	60	60
Hillary Primary *	60	90*
Holy Trinity CE Primary	29	30
King Charles Primary *	30	45
King's Hill Primary	45	45
Leamore Primary	30	30
Leighswood	75	75

Lindens Primary	45	45
Little Bloxwich CE (VC) Primary	30	30
Lodge Farm JMI	44	45
Lower Farm Primary	53	60
Meadow View JMI	55	60
Millfield Primary	30	30
Moorcroft Wood Primary	30	30
Mossley Primary	30	30
New Invention Infant	90	90
New Invention Junior	90	90
North Walsall Primary	30	30
Old Church CE (C) Primary	42	45
Palfrey Infant	90	90
Palfrey Junior	90	90
Pelsall Village	45	45
Pinfold Street JMI	58	60
Pool Hayes Primary	30	30
The Radleys Primary	30	30
Rosedale CE (C) Infant	60	60
Rough Hay Primary	45	45
Rushall JMI	30	30
Ryders Hayes	55	60
Salisbury Primary	45	45
Short Heath Junior	60	60
St Giles CE Primary	45	45
St James Primary	30	30
St John's CE Primary	45	45
St Michael's CE (C) Primary	45	45
Sunshine Infant and Nursery	60	60
Walsall Wood	30	30
Watling Street JMI	30	30
Whetstone Field Primary	30	30
Whitehall Nursery and Infant	86	90
Whitehall Junior Community	90	90
Woodlands Primary	60	60

*Statutory processes for the enlargement of these schools have been completed. Additional accommodation is being provided and this will bring the indicated admission number in line with the proposed admission number.

Community Secondary Schools	Indicated Admission Number	Proposed Admission Number
Alumwell Business & Enterprise College	195	195
Joseph Leckie Community Technology College	240	240

2 OVERSUBSCRIPTION CRITERIA FOR PRIMARY AND SECONDARY SCHOOLS

If there are more applications than there are places available, places will be allocated using the Oversubscription Criteria in the following order of priority:

1. Children in Public Care (looked after children).

2. Pupils who have an older sibling already in attendance at the school, or paired junior school when the application is made and who will be still attending the school at the proposed admission date.
3. Pupils for whom a place at the school is essential on medical or social grounds as supported in writing by a medical practitioner or a social worker. (Applications will be subject to verification by the Managing Director, Walsall Children's Services – Serco).
4. *For applications to junior schools only.* Attendance by the child at the relevant paired infant school, when the application is made.
5. *For applications to voluntary controlled Church of England primary schools only.* Up to 25% of places may be allocated as 'Church Places' to children, regardless of distance between home and school, whose parents are regular worshippers at a Christian church and whose application is supported in writing by the minister of the church where they worship.
6. Distance between the home address and the school as measured in a straight line with those living closer to the school receiving the higher priority.

If there is oversubscription in criteria 2 to 5, priority will be given to those living closest to the school as measured in a straight line.

2a. Explanatory notes for Oversubscription Criteria

1. Children in Public Care (looked after children)

Children who are in the care of a local authority or provided with accommodation by a local authority.

2. Sibling

A sibling is a child who resides at the same address as the child for whom a place is being requested and is one of the following:

A brother or sister sharing the same parents;

A half-brother or sister sharing one common parent;

A step-brother or sister (ie related by their parent's marriage);

Any other child for whom it can be demonstrated that he or she is residing permanently at the same address (e.g. under the terms of a residence order)

The Authority will try to ensure that as far as possible siblings (including twins, triplets or children from other multiple births) can attend the same school. However, in the event that there is an insufficient number of places to allocate to twins, triplets etc a decision will be made as to which children the place(s) are to be offered. In this situation a place or places will be offered to the first born (older children) and in cases where this is not known, the offer will be decided by lot.

2 & 4 The paired infant and junior schools are:

Alumwell Infant

paired with Alumwell Junior

Delves Infant

paired with Delves Junior

New Invention Infant	paired with New Invention Junior
Palfrey Infant	paired with Palfrey Junior
Rosedale CE (C) Infant	paired with Short Heath Junior
Sunshine Infant and Nursery	paired with Blakenall Heath Junior
Whitehall Nursery and Infant	paired with Whitehall Junior Community

3 Social or medical factors

If parents believe there are specific medical or social reasons for claiming priority for a child to attend a particular school, the relevant part of the preference form must be completed and evidence to support the claim must be submitted with the form. This criterion may apply where one or both parents or the child has a disability that may make travel to a school further away more difficult.

Requests for such consideration will be subject to verification by the Managing Director, Walsall Children's Services – Serco. This is necessary because parents will be asking the Authority to assess the child as having a stronger case than many other children, some of whom may live closer to the school.

Medical

Medical evidence must be submitted in writing from a medical practitioner and should state why the preferred school is the only school that can meet the child's needs.

Social

Social evidence must be submitted in writing from an appropriate professional and should state why the preferred school is the only school that can meet the child's needs.

Please note that only in exceptional cases are places prioritised in respect of a child's medical or social grounds.

5 Church Places at Voluntary Controlled Church of England primary schools

Voluntary Controlled Church of England primary schools with an admission number of 30 will offer a maximum of 7 Church Places; schools with an admission number of 45 will offer a maximum of 11 Church Places; schools with an admission number of 60 will offer a maximum of 15 Church Places.

If there is over-subscription for Church Places, priority will be given to those living closest to the school as measured in a straight line. 'Regular worshipper' is defined as attending a place of worship on at least one occasion per month over the past twelve months.

6 Distance

Distance will be measured in a straight line from the centre point of the home address to the centre point of the school address using the Local Authority's computerised measuring system with those living closer to the school receiving the higher priority.

Definition of a home address

The home address of a child is considered to be the permanent residence of a child. In a residential property when the place is offered. The address must be the child's only or main residence and is either:

- owned by the child's parent, parents or guardian; or
- leased to or rented by the child's parent, parents or guardian under lease or written rental agreement of not less than six months duration.

Documentary evidence of ownership or rental agreement may be required together with proof of actual permanent residence at the property concerned. In certain circumstances the child's current school will be asked to verify the address given.

Where parents have shared responsibility for a child and the child lives with both parents for part of the week, the main residence will be determined as the address where the child lives for the majority of the week. Parents may be requested to supply documentary evidence to support the address used for the application.

The offer of a place is based upon the address of the child when the offer is made. If a child is offered a place at an oversubscribed school the place may be withdrawn if it is found that the child moved (before the place was offered) to a new address which was further away from the school and the child would not have qualified for a place on the distance criterion.

In the event that a family moves between the application and the date of offer, the parent(s), carer(s) or guardian(s) must inform the Secondary/Primary Admissions Teams as soon as possible of these circumstances.

If the home address is a flat (or apartment) and there is more than one flat at the same address, priority will be given to applicant 1 living at the lowest numbered flat and/or the flat on the lower floor.

3 MINIMUM ENTRY REQUIREMENTS FOR YEAR 12

Each school is required to publish in their school prospectus the minimum entry requirements for entry into Year 12.

Pupils will be considered for entry into Year 12 based upon their academic attainment and/or individual subject grade criteria and the availability and suitability of courses at the school. Entry into Year 12 is not dependent upon attendance or behaviour records.

No community secondary school admits into Year 12 as a normal year of entry and therefore Year 12 admission numbers are not appropriate.

Pupils refused a place in Year 12 in their own school are entitled to appeal to an independent appeal panel.

4 OVERSUBSCRIPTION CRITERIA FOR NURSERY SCHOOLS AND CLASSES

Applications for nursery places should be made direct to the school.

If there are more applications than there are nursery places available then places will be allocated using the Oversubscription Criteria in the following order of priority:

Priority for nursery places will be given to children born between 1 September 2007 and 31 August 2008. If places are oversubscribed the following Oversubscription Criteria will apply:

1. Children in Public Care (looked after children).
2. Pupils who have an older sibling already in attendance at the school, or paired junior school when the application is made and who will be still attending the school at the proposed admission date.
3. Pupils for whom a place at the school is essential on medical or social grounds and supported in writing by a medical practitioner or a social worker. (Applications will be subject to verification by the Managing Director, Walsall Children's Services – Serco).
4. Distance between the home address and the school as measured in a straight line with those living closer to the school receiving the higher priority.

Where places are still available schools may only offer places to children who have attained the age of 3. If the remaining places are oversubscribed the Oversubscription Criteria 1-4, shown above, will apply.

If there is oversubscription in criteria 2 and 3, priority will be given to those living closest to the school as measured in a straight line.